



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**September 8, 2015**

**GOM 2015-33**

TO: High School Counselors

FROM: Catalina G. Mistler *Catalina G. Mistler*  
Chief, Program Administration & Services Division

**SUBJECT: Assembly Bill 2160 – Electronic Grade Point Average Submission**

This Operations Memo from the California Student Aid Commission (Commission) reminds high schools of the new legislation, per Assembly Bill (AB) 2160, which requires that public schools, including charter schools, electronically submit a grade point average (GPA) to the Commission for all grade 12 pupils each academic year.

- Submit GPAs for senior students before March 2, 2016.
- Parents and students may choose to opt out of the electronic GPA submission. School Districts or charter schools must notify parents in writing of the opt-out option by October 15 of the student's 12<sup>th</sup> grade year.
- Use the [WebGrants](#) system to electronically submit GPAs. Access to this system is gained by submitting a [WebGrants System Access Request Form](#). Schools and districts who currently do not have access, should submit their forms before September 30, 2015.
- Begin uploading GPAs for your seniors on September 8. Also upload GPAs of students that graduated the prior year, as this may help some of those students qualify for a Cal Grant.
- Commission staff will be monitoring the uploading of GPAs to ensure high schools submit all their seniors' GPAs. If they are not submitted, schools will be contacted.

The Commission currently offers [mini-training modules](#), online materials and publications, and individual assistance by phone and e-mail for schools. These materials can be accessed by visiting the Commission's website at [www.csac.ca.gov](http://www.csac.ca.gov).

### **Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

***Working together to effectively promote education beyond high school!***